- NOTICE TO SET EMISSIONS TO ZERO -

PLEASE READ GUIDANCE ON REVERSE SIDE

Permit Number _		AIRS Number (See lower left corner of air permit for AIRS Number)	
Company Name: _		(See lower left corner of air perin	
Plant Location: _			
City:	State: Z	Zip: County:	
Person to Contact:		Phone #:	
Environment Ai		Colorado Department of ivision for <u>each individual</u> to zero.	
I, (permit holder) guidance) for emissions for t	ssion source: (facility name the following equipment o	as responsible party (some)	see definition in _ would like to zero er listed above:
Point# (i.e. 001,002)	Equipment Description	n <u>Make/Model</u>	<u>Serial #</u>
*attach additional paş	ges, if needed		<u> </u>
Will equipment be Storage Location: *an APEN shall be su	ro Emissions:// e placed in storage? Y elbmitted prior to relocating and ing emissions to zero:	es No _City:State:	_Zip Code:
thirty (30) days price must be submitted to	o the Air Pollution Control I	ted equipment an Air Pollutant E	acknowledge that missions Notice (APEN)
Signature of Legally Authorized Person			Date
Print Name		Title	

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Guidance for Setting Emissions to Zero

What does it mean to set your emissions to zero?

If a business is not operating equipment that is listed on an APEN or Air Permit, but they do not want to cancel the permit for the equipment, then emissions can be reported at "zero". For example, a business has not operated permitted equipment for over two years could submit the "Notice to Set Emissions to Zero" form requesting to set their emissions at zero until they anticipate a need to begin operating the equipment again.

Why would a business want their emissions to be set at zero?

Businesses are charged annual fees for the pollutants that the business emits, based on what is reported on the most recent Air Pollutant Emissions Notice (APEN).

An APEN form is used to report information about a facility, the process, fuel information, and air emissions. All sources required to file an APEN must pay annual fees based on their estimated actual uncontrolled annual emissions of air pollutants (not the air permit limits). An annual fee of \$22.90 per ton of criteria pollutant (such as volatile organic compounds (VOC's)) emitted and \$152.90 per ton of non-criteria pollutant (hazardous air pollutants (HAPs)) emitted are assessed. The Division typically mails invoices to businesses for these fees between March through June of each year (fees due are for the previous year's air emissions).

By filing this form, a business will not be charged the annual emissions fee for the time the emissions are set at zero because they are not operating and not emitting air pollutants from that equipment. When the company anticipates using the equipment again, a new/updated APEN is required to be filed with the Division.

Note: Once the equipment is ready to be placed back into operation, an updated APEN with updated throughput levels must be submitted, with a check for \$152.90 filing fee, at least 30 days prior to operation. It would not benefit a company to fill out this form if the yearly emissions are less expensive than the required \$152.90 APEN filing fee.

What is the definition of responsible party?

<u>For a corporation</u>: a president, secretary, treasurer, or vice-president of the corporation or any other person who performs similar policy or decision-making functions for the corporation.

<u>For a partnership or sole proprietorship</u>: a general partner or the proprietor, respectively;

<u>For a municipality, state, federal, or other public agency</u>: either a principal executive officer or ranking elected official.

Send this form to: Colorado Department of Public Health and Environment

Air Pollution Control Division

APCD-SS-B1

4300 Cherry Creek Drive South

Denver, CO 80246-1530 Telephone: (303) 692-3150

For more information or assistance call: Small Business Assistance Program- (303) 692-3148 or (303) 692-3175

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